

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, DECEMBER 10, 2015**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, December 10, 2015, at the Cosand Center, 300 S. Broadway, St. Louis, MO, pursuant to notice and in accordance with R.S. MO 610.020 as amended.

1. Call to Order/Roll Call

Ms. Hattie Jackson, Chair, called the meeting to order at 7:04 p.m. The following members of the Board of Trustees were present: Ms. Hattie Jackson, Chair; Ms. Joan McGivney, Vice-Chair; Ms. Libby Fitzgerald, Trustee; Dr. Craig Larson, Trustee, and Mr. Derek Novel, Trustee. Dr. Doris Graham, Trustee, was absent.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Mary Nelson, General Counsel, and Ms. Rebecca Garrison, Associate for Board Relations.

2. Welcome to Guests

Ms. Jackson welcomed guests attending the meeting.

3. External Audit Report

The External Audit Report was postponed until the January 21, 2016 meeting.

4. Citizens Desiring to Address the Board Regarding Agenda Items

None.

5. Adoption of Agenda/Revisions to Agenda

On motion by Ms. Fitzgerald and seconded by Dr. Larson, the Board unanimously adopted the agenda as revised.

6. Approval of the November 9, 2015 Work Session and the November 19, 2015 Board Meeting Minutes

On motion by Ms. McGivney and seconded by Ms. Fitzgerald, the Board unanimously approved the November 9, 2015 and November 19, 2015, meeting minutes as written.

7. Approval of Resolution Re January 21, 2016 Executive Session of the Board of Trustees

On motion by Dr. Larson, and seconded by Ms. Fitzgerald, the Board unanimously approved, by a roll-call vote, the resolution scheduling an executive session on January 21, 2016, after changing the start time of the meeting to 5 p.m., all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

8. Recognition of Student, Staff and Trustee Accomplishments

Mr. Dan Kimack, Director of Public Information and Marketing, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

9. Information Items

Mr. Steve Long, Associate Vice Chancellor of Workforce Solutions, provided the Board with the Institutional Development Annual Report and answered questions from the Board.

The Security Report by Mark Potratz was postponed until the January meeting.

10. Ratification of Trustee Travel Expenses

On motion by Ms. Fitzgerald and seconded by Mr. Novel, the Board voted unanimously to ratify the annual trustee travel report for 2015.

11. Approval of Consent Items

Consent items are approved by a single motion and vote unless otherwise noted below.

11.1 Consent Item Motion and Vote

Dr. Larson moved approval of the consent agenda items. Ms. Fitzgerald seconded the motion. Following discussion, the consent agenda items were unanimously approved.

11.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

The Board, by consent, approved the following Resolution:

RESOLVED, that the Board of Trustees hereby approves the program recommendations all as more fully set forth in Exhibit B attached hereto and by this reference incorporated herein; and that, where appropriate, said programs be submitted to the Coordinating Board for Higher Education.

11.3 HUMAN RESOURCES

Human Resource Recommendations

The Board, by consent, approved the following resolution regarding human resource recommendations:

RESOLVED, that the Board hereby ratifies and/or approves personnel actions for certificated, physical plant and classified staff in accordance with established policies of the District, all as more fully set forth in Exhibit C attached to these minutes and by this reference incorporated herein; and

FURTHER RESOLVED, that, where appropriate, the Chancellor of the District or his designee is hereby authorized and directed to execute for and on behalf of the District, the appropriate contract or amendment to contract for the affected personnel.

11.4 BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

RESOLVED, that the Board of Trustees hereby accepts the bids and/or ratifies the contracts set forth in Exhibit D attached hereto and by this reference incorporated herein, to the lowest responsible bidder for the amounts indicated thereon and all in accordance with District specifications specified in the contract numbers indicated; said funds to be paid from the funds set forth in each item of Exhibit D; and

FURTHER RESOLVED, that the appropriate officer of the Board or the District be and hereby is authorized and directed to execute an appropriate contract in each instance.

11.5 FINANCE

No items. Financial reports will appear on a quarterly basis, in November, February, May and August

11.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

The Board was requested to approve the acceptance or renewal of various contracts, agreements and resolutions.

The Board, by consent, approved the following resolution regarding the acceptance or renewal of various contracts, agreements and resolutions between the District and various agencies, corporations and individuals located throughout the District:

RESOLVED, that the contracts, agreements and resolutions set forth in Exhibit E attached hereto and by this reference incorporated herein, are adopted and approved; and

FURTHER RESOLVED, that the appropriate Officer of the Board of the District be and hereby is authorized and directed to execute an appropriate contract in each instance.

11.7 ACCEPTANCE OF EXTERNAL FUNDS

Acceptance of External Funds

The Board, by consent, approved the following resolution regarding the acceptance of grants, contracts and equipment donations:

RESOLVED, that the Board of Trustees does hereby accept the grants, contracts, gifts and equipment donations for the College, all as more fully set forth in Exhibit F attached hereto and by this reference incorporated herein; and

FURTHER RESOLVED, that the Chancellor be and hereby is authorized and directed to express appreciation, where appropriate, for and on behalf of the District; and

FURTHER RESOLVED, that with respect to federal grants for work-study programs, the Agency involved will be billed for matching funds and for Social Security; and

FURTHER RESOLVED, that the appropriate Officer of the Board or District be and hereby is authorized and directed to execute contracts with said agencies in each instance.

11.8 INSURANCE

No Items.

12. COMMUNICATIONS

12.1 Chancellor's Report

Dr. Pittman thanked the Board, Faculty and Staff for their support of his initiatives. He also thanked Mr. Steve Long and Dr. Terry Freeman for leading the Strategic Planning Efforts. He said all initiatives, the Enrollment, Retention, Innovation Committee (ERIC), Continuous Quality Improvement (CQI), Accreditation, Budget input, Diversity and Inclusion are under way and he will work to align these initiatives.

Dr. Pittman said he had breakfast with several Legislators last week. He said eight Legislators and representatives from Federal Offices were in attendance, and discussions surrounded Developmental Education, A + and alignment with high school. Rebecca Emerson reported on her work with high schools and Rod Nunn reported on the Workforce. He said they also discussed a need for high schools and talked about the importance community colleges as there are predatory institutions recruiting students and convincing them to run up debt.

He added that Ms. Kelli Burns from Institutional Research and Planning recently provided a data presentation to the Strategic Planning Council and the information will assist in planning and moving the College forward.

Dr. Pittman then said he attended a press conference with Governor Nixon at Riverview Gardens High School regarding the Jobs for America's Grads (JAG) program. He said in addition to the Riverview Gardens High School that Jennings, Vashon, Roosevelt and Sumner have joined the program, which provides support services for high school students for completion and careers. He added that 93 percent of high school students who participate in JAG graduate from high school.

Dr. Pittman said he met with Governance about developing a vision for on-line education and has developed an on-line faculty council. He has developed a business plan for on-line education. He said on-line education will provide outreach, improve enrollment and provide quality education. He said two sub groups from each campus are working on the business plan.

Dr. Pittman then advised the Board that a Blueprint for Higher Education was placed in their packets. He said the five goals of the blueprint are:

- Educational Attainment
- Affordability
- Quality
- Research and Innovation
- Investment, Advocacy and Partnerships

Dr. Pittman then said he was invited by the Department of Education to speak and he was able to advocate for the community college.

Dr. Pittman advised the board that he is now serving on nine local boards.

Dr. Pittman said he recently met with Mr. Donald Suggs, Publisher of *The St. Louis American*. Staff from the *American* will be visiting the college to write some editorials.

Dr. Pittman then said he is ready to move forward with phase one of the Academic Affairs Reorganization, which includes the hiring of three provosts and an associate provost at Wildwood. He said the job descriptions for the provosts are complete and have been sent to Human Resources.

Dr. Pittman then thanked members of the Academic Affairs Structure Focus Group (AASFG) Mike Burk, Ellen McCloskey, Cindy Campbell, Franklin Taylor, Layla Goushey and Andrew Langrehr.

Following Dr. Pittman's report, Dr. Larson moved to endorse Dr. Pittman's work with the reorganization of academic affairs. Ms. McGivney seconded the motion. The Board unanimously approved the endorsement.

12.2 Board Chair's Report

Ms. Jackson gave the following report:

The Board would like to congratulate Terry Freeman on receipt of the MoKan Lifetime Achievement Award! Professor Freeman continues to be a valuable asset to St. Louis Community College.

During the month of November, a few Board members attended the Emerging Scholars Banquet at Florissant Valley. The Board is proud to attend these celebrations of academic excellence, and we extend our sincere congratulations to all of the students who were recognized.

I want to thank my fellow Board members for all of their hard work on behalf of the college, and wish everyone a happy holiday!

12.3 Citizens Desiring to Address the Board Regarding Other Concerns

None.

12.4 Board Member Comments

Dr. Larson wished everyone a great holiday.

13. NEW BUSINESS

None.

14. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations

Board of Trustees

Hattie R. Jackson, *Chair*
Joan McGivney, *Vice Chair*
E. Libby Fitzgerald
Doris Graham, Ph.D.
Craig H. Larson, Ed.D.
Derek R. Novel

MEMORANDUM

TO: Board of Trustees
FROM: Jeff Pittman
DATE: December 10, 2015
SUBJECT: Board Agenda Modifications

Section Page No.

Front 2 Remove: External Audit Report (Deferred until January)

11.3 1 Add: Appointments / Full-time Administrative/ Professional Staff:
Angelic Cole; FP; Interim Academic Dean, Business Math &
Technology; A 20; \$89,144.00; temporary duties of vacant position;
effective 01/04/16 – 06/30/16.

#7 Resolution Re January 21, 2016 Executive Session of the Board of Trustees

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to R.S. Mo. Section 610.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on January 21, 2016 at 6 p.m. at the Cosand Center, 300 S. Broadway, in the Executive Board Room, for the following reasons:

- 1) to discuss legal actions, causes of action or litigation involving St. Louis Community College and to hold any confidential or privileged communications with the attorney for the College (Section 610.021 [1]), and the lease, purchase or sale of real estate (Section 610.021 [2]); and
- 2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021 [3]); and
- 3) to discuss pending and future discussion and negotiations with employee groups of St. Louis Community College and the work product related thereto (Section 610.021 [9]); and
- 4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021 [13]); and
- 5) to hold confidential or privileged communications with the auditor, including all auditor work product (610.021 [17]), and

FURTHER RESOLVED, that notice of the closed meeting be given in accordance with R.S. Mo. Section 610.020 as amended 2004.

December 10, 2015
Board Agenda

Academic Affairs

◆The college recommends that the Board of Trustees approve the revision of the Graphic Communications Associate in Applied Science (AAS) program approved and submitted by the District Curriculum Committee

Program: Graphic Communications
 Associate of Applied Science

Effective: Spring 2016 pending BOT approval

Impact Statement

The program revision is designed to help students explore the world of graphic arts using fundamental design tools and materials as applied to graphic and web design, advertising design, illustration, animation, motion and computer graphics, and other visual communication industries.

Graduates of this graphic communications program will have had the opportunity to develop the creative and conceptual skills necessary to be ready for entry-level employment and/or transfer to a four-year art program to pursue a Bachelor in Fine Arts (BFA) in art and design. Skill areas explored are foundational to graphic designers, web designers, illustrators, animators, game designers, computer artists, layout artists, production artists and artists working in a variety of disciplines in the visual communication industry.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:100	Career English	3	ENG:101	College Composition I	3
<i>OR</i>			COM:101	Oral Communication I	3
ENG:101	College Composition	3	<i>OR</i>		
ENG:102	College Composition II	3	ENG:102	College Composition II	3
<i>OR</i>			AT:242	History of Graphic Communications	3
ENG:103	Report Writing	3	XXX:xxx	Missouri State Requirement	3
<i>OR</i>			XXX:xxx	Science/Mathematics Requirement	6
MCM:217	Publications Writing	3	PE:xxx	Physical Education	2
<i>OR</i>			Area of Concentration (Core)		
COM:101	Oral Communication	3	ART:109	Drawing I	3
<i>OR</i>			ART:107	Design I	2
XXX:xxx	Approved Writing Intensive Course	3	ART:108	Design II	2
XXX:xxx	Social Science Requirement	3	AT:106	Motion Media Design	3

XXX:xxx	Missouri State Requirement	3	ART:111	Figure Drawing I	3
XXX:xxx	Science/Mathematics Requirement	6	ART:131	Computer Art Studio	3
PE:xxx	Physical Education	2	ART:133	Graphic Design I	3
Area of Concentration			ART:134	Graphic Design II	3
ART:109	Drawing I	3	ART:135	Graphic Production	2
ART:107	Design I	2	ART:138	Drawing for Graphics	2
ART:108	Design II	2	ART:236	Typography	2
ART:111	Figure Drawing I	3	ART:245	Portfolio Design and Professional Practices	2
ART:131	Computer Art Studio	3	Options:		
ART:133	Graphic Design I	3	Graphic and Interactive Design		
ART:134	Graphic Design II	3	ART:233	Graphic Design III	3
ART:138	Drawing for Graphics	2	ART:234	Graphic Design IV	3
ART:245	Portfolio Design and Professional Practices	2	AT:135	Web Design I	3
Complete one of the following focus areas:			AT:143	Web Design II	3
Illustration			XXX:xxx	Approved Elective	3
ART:243	Figure Illustration	2	Illustration and Animation Design		
OR			ART:112	Figure Drawing	3
ART:112	Figure Drawing II	3	AT:233	Storyboarding/Animatics	2
ART:135	Graphic Production I	2	OR		
ART:238	Drawing for Graphics II	2	XXX:xxx	Approved Elective	
ART:242	Drawing for Graphics III	2	ART:239	Illustration I	3
ART:239	Illustration I	3	AT:234	Fundamentals of Animation	3
ART:240	Illustration II	3	ART:240	Illustration II	3
AT:242	History of Graphic Communications	3	OR		
OR			AT:235	Animation Techniques: Digital 2D	3
AT:246	Advanced Computer Art Applications	3	OR		
XXX:xxx	Approved Electives	10-11	XXX:xxx	Approved Elective	3
Animation					
ART:243	Figure Illustration	2			
OR					
ART:112	Figure Drawing II	3			
ART:238	Drawing for Graphics II	2			
ART:239	Illustration I	3			
ART:240	Illustration II	3			
AT:233	Storyboarding/Animatics	2			
AT:234	Computer Animation I	3			
XXX:xxx	Approved Electives	12-13			
Graphic Design					
ART:238	Drawing for Graphics II	2			
ART:236	Typography	2			

ART:233	Graphic Design III	3			
ART:234	Graphic Design IV	3			
ART:135	Graphic Production I	2			
ART:235	Graphic Production II	2			
AT:242	History of Graphic Communications	3			
OR					
AT:246	Advanced Computer Art Applications	3			
XXX:xxx	Approved Electives	10-12			
<i>New Media</i>					
ART:275	Photo Imaging I: Photoshop	3			
ART/AT:xxx	Photography Elective	3			
XXX:xxx	Approved Electives	18-20			
Program total		70-72 credits	Program total		62-64 credits

◆The college recommends that the Board of Trustees approve Network Security Certificate of Proficiency submitted by the District Curriculum Committee

Program: Network Security
Certificate of Proficiency

Effective: Summer 2016 pending CBHE approval

Impact Statement

The Network Security Certificate of Proficiency is a subset of the Network Engineering AAS Degree Program.

The Cisco Certified Network Associate Security (CCNA) Security examination validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security industry certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

The new Network Security Certificate of Proficiency Program emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure. This program will give our students added verification of their knowledge and skill-level to include on their resume when seeking employment and/or in pursuit of promotion opportunities related to network security.

Network Security		
Courses		Credits
IT:102	Desktop Client Support	3
OR		
IS:229	Unix/Linux I	3
IS:237	Fundamentals of Information Assurance/Security	3
IT:101	Cisco Networking Academy I: Introduction to Networks	5
IT:201	Cisco Networking Academy II: Routing & Switching Essentials	5
IT:208	Cisco Networking Academy: CCNA Security	5
IT:210	Firewall and VPN Security	3
Program total credits		24

HUMAN RESOURCES AGENDA SUMMARY

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12/10/15

APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Pitchford, Stephen	C	FP	Instructor II (Nursing)	II-B	\$53,150.00	Replacement	01/11/16 – 05/18/16
Boyd, Kara	C	FP	Assistant Professor, temporary (Communications)	III-B	\$59,841.00	Replacement	01/11/16 – 05/18/16

APPOINTMENTS / FULL-TIME ADMINISTRATIVE/ PROFESSIONAL STAFF

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NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Townsend, Susan	N	W	Manager, Instructional Resources and Academic Support Services	P 12	\$61,000.00	Replacement	01/04/16
Dobbins, Andrae	C	FP	Project Associate II, temporary (VP, Student Affairs Office)	P 08	\$41,423.00	PBI Formula Grant Program	12/14/15
Robnett, George	C	FP	Project Associate II, temporary (VP, Student Affairs Office)	P 08	\$41,423.00	PBI Competitive Grant	12/14/15
Barsaloux, Brandi	N	FV	Child Care Specialist	P 07	\$36,920.00	Replacement	01/04/16
Davis, Dedra D.	C	MC	Interim Recruiter I	P 07	\$36,920.00	Replacement - ratification	11/23/15 – 06/30/16
Littleton, Geoffrey	C	FP	Educational Assistant III (Access Office)	P 07	\$36,920.00	Replacement	01/04/16

12/10/15

APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Susman, Racheal	C	MC	Administrative Clerk II	CU 04	\$31,252.00	Replacement	12/14/15
Smith, Alecia	C	FP	Student Services Assistant II, temporary (VP, Student Affairs Office)	CU 04	\$30,521.00	PBI Formula Grant Program	12/14/15
Roesslein, Timothy	C	FP	Educational Assistant I, 36 weeks, temporary (Information Systems)	CU 05	\$23,112.00	Replacement - ratification	12/01/15

APPOINTMENTS / PART-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Marshall, Krista	N	MC	Educational Assistant II, part-time, continuing (Biological Science)	OC 03	\$15.62 / hr	Replacement	12/11/15

REQUESTS FOR UNPAID LEAVE OF ABSENCE / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Phelps, Christine	FV	Supervisor, Deaf Services	Medical Leave	10/28/15 – 12/15/15

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REVISIONS TO PREVIOUSLY APPROVED ITEMS

Board of Trustees approval on 01/29/15, page 2:

Revise temporary assignment ending date for Aileen Murphy from 12/31/15 to 06/30/16.

Board of Trustees approval on 02/26/15, page 2:

Revise acting assignment ending date for Jeffrey Forrest from 12/31/15 to 06/30/16; may end sooner.

Board of Trustees approval on 06/18/15, page 1:

Revise acting assignment ending date for Ame Mead-Roach from 12/31/15 to 06/30/16; may end sooner.

Revise acting assignment ending date for Sandra Osburn from 12/31/15 to 06/30/16; may end sooner.

Board of Trustees approval on 06/18/15, memo of agenda modifications:

Revise acting assignment ending date for Ruby Curry from 12/31/15 to 06/30/16; may end sooner.

Revise acting assignment ending date for Roderick Nunn from 12/31/15 to 06/30/16; may end sooner.

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Board of Trustees approval on 07/23/15, page 1:

Revise acting assignment ending date for Janice Nesser-Chu from 12/31/15 to 06/30/16; may end sooner.

Board of Trustees approval on 07/23/15, memo of agenda modifications:

Revise acting assignment ending date for Janet Walsh from 12/31/15 to 06/30/16; may end sooner.

Revise additional compensation ending date for Janet Walsh from 12/31/15 to 06/30/16; may end sooner.

Revise additional compensation ending date for Kim Fitzgerald from 12/31/15 to 06/30/16; may end sooner.

Revise additional compensation ending date for Patrick Vaughn from 12/31/15 to 06/30/16; may end sooner.

Board of Trustees approval on 08/20/15, memo of agenda modifications:

Revise acting assignment ending date for Julie Fickas from 12/31/15 to 06/30/16; may end sooner.

INFORMATION ONLY

RETIREMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Thomas, Jean	FP	Coordinator, Library Services	36 years of service	01/29/16

RETIREMENTS / FULL-TIME CLASSIFIED STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Vincent, Sandra	MC	Housekeeper	14 years of service	11/30/15
Thompson, Susan	MC	Media Associate	21 years of service	11/30/15

RESIGNATIONS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Covington, Wendell	FV	Manager, Gateway to College	11/19/15
Reilly, Laura	MC	Interim Recruiter I	11/06/15

Recommendation for Award/Purchasing - Extension

Contract B0003325 with *CAMPUS WORKS, INC.*, for information technology services, was originally approved by the Board of Trustees on December 11, 2014 in an amount estimated at \$214,758.00, for a period of six (6) months which began January 5, 2015. A six (6) month extension was approved on June 18, 2015. We request approval to extend this contract an additional two (2) months through February 29, 2016, in the amount of ***\$69,800.00***.

Funding

Expenditures against this contract will be funded from current operating funds.

Recommendation for Award/Purchasing - Purchase

Board approval is requested for the purchase and installation of two (2) commercial char-broilers and stand, two (2) reach-in chillers and one (1) gas wok including de-installation/removal of old equipment from **FORD HOTEL SUPPLY CO.**, in the amount of **\$43,103.00**.

Description

These commercial kitchen appliances will be used by the Forest Park Hotel/Motel Restaurant Management (HRM) Department daily for student production in the culinary lab classes and are replacing old equipment that no longer functions, as needed, for classwork. One vendor offered a lower total bid, but quoted a delivery of “12 weeks.” The funding source for this purchase is Perkins, which has a time constraint that was stated in the bid, precluding the vendor from being awarded. The recommended bidder has met all the requirements of the bid. One Woman-Owned Business Enterprise participated in this bid process.

Bid – B0003464/66

The evaluation of this bid, which opened Friday, October 16, 2015, is listed below:

<u>Bidders</u>	<u>Two Char- Broilers</u>	<u>Two Reach- In Chillers</u>	<u>One Wok</u>	<u>Total Price</u>
FORD HOTEL SUPPLY CO.	\$ 9,056.00	\$32,042.00	\$2,005.00	\$43,103.00
Edward Don & Company	10,354.88	26,851.80	2,121.50	39,328.18*
Douglas Equipment	16,919.44	29,175.14	2,019.64	48,114.22
Johnson Scientific	11,504.00	35,550.00	2,550.00	49,604.00
*not recommended				

Funding

This expenditure will be funded from Perkins CTE Equipment funds.

Recommendation for Award/Purchasing - Contract

Board approval is requested for the award of a contract for graduation regalia to **JOSTENS, INC.** for **SECTION I** and to **OAK HALL CAP & GOWN** for **SECTION II**, in an amount estimated at **\$60,000.00**, with no guaranteed amount to any one vendor, for a period of three (3) full years, to begin January 1, 2016.

Description

This contract will be used by the College’s bookstores to purchase souvenir graduation caps and gown sets for resale to students (Section I) and to provide rental services for faculty caps, gowns, tassels and hoods (Section II). The recommended bidders achieved the overall best score and meet all requirements of the bid. Bids were evaluated on price (50 pts.), lines/quality offered (20 pts.), delivery/billing (10 pts.) and references (20 pts.) for a total of 100 points.

Bid – B0003412

The evaluation of this bid, which opened October 30, 2015, is listed below:

<u>Bidder</u>	Section I - Purchase Student Cap, Gown & Tassel		Section II - Rental Faculty Cap, Gown & Tassel/Hood	
	<u>Score & Est. 3 Year Price</u>		<u>Score & Est. 3 Year Price</u>	
JOSTENS, INC.	100.00	\$37,500.00	91.87	13,195.50
OAK HALL CAP & GOWN	99.42	37,942.50	100.00	11,044.80
Herff Jones LLC	98.29	38,831.25	99.97	11,050.50
Balfour	88.96	48,123.98	89.19	14,099.65

Funding

Expenditures against this contract will be funded from current operating funds.

Advertisements

Newspaper Advertisements were placed in the St. Louis American and the St. Louis Post-Dispatch.

Recommendation for Award/Purchasing - Contract

Board approval is requested to allow the use of the National Association of College Stores cooperative transportation contract *NACS16*, with *FEDERAL EXPRESS GROUND INC., UPS FREIGHT, and YRC FREIGHT*, for in-bound and out-bound freight, in an amount estimated at **\$200,000.00**, for a period of one (1) full year, to begin January 1, 2016.

Description

The St. Louis Community College Bookstores are members of the National Association of College Stores (NACS). NACS uses the transportation buying power of its national membership to negotiate in-bound and out-bound shipping service rates for books and other miscellaneous items purchased for resale in the College Bookstores. Current market conditions indicate that the rates available through this cooperative are better than the College’s volume alone would qualify for in an independently issued bid.

Discount offered for Inbound Freight

1 to 10 lbs – 10% discount
11 to 25 lbs – 20% discount
26 to 150 lbs – 30% discount

Discount for Outbound Freight

1 to 20 lbs – 15% discount
21 to 100 lbs – 25% discount

Funding

Expenditures against this contract will be funded from auxiliary funds.

Advertisements

The National Association of College Stores was responsible for the management of all activities related to this contract, including placement of all advertisements.

Recommendation for Award/Purchasing

Board approval is requested to allow the continued use of the Western States Contracting Alliance (WSCA) contract with *OFFICE DEPOT/OFFICEMAX* for the purchase of office supplies and small equipment for a period of eight (8) months, to begin January 1, 2016 in an amount estimated at **\$200,000.00**.

Description

This contract will be used district-wide to purchase office supplies and small equipment on an as needed basis. The vendor will provide a WEB-based ordering system and will provide College Staff with training and technical support for the use of their WEB-based on-line catalog.

<u>Most Commonly Purchased Items</u>	<u>House Brands Discount % off Catalog Price</u>	<u>Name Brands Discount % off Catalog Price</u>
Notebooks/Post-it Notes/Pads	73.5%	58%
Office Organizers/Desk Accessories	62.5%	47%
Pens and Pencils	72.5%	60%
Markers/Highlighters	63.5%	48%
Fasteners/Clips/Rubber Bands	59.5%	44%
Staplers and Staples	41.5%	26%
Tape and Tape Dispensers	61.5%	46%
Calculators	56.5%	41%

Funding

Expenditures against this contract will be funded from current operating and external funds.

Advertisements

This contract was advertised and let by the Western States Contracting Alliance.

Recommendation for Award/Purchasing - Purchase

Board approval is requested for the sole source purchase of Intelligent Learning Platform products from *ELLUCIAN*, in the amount of **\$83,490.00**, with annual maintenance of **\$15,028.00**.

Description

This purchase includes an integrated learning hub and student portal which will be used to integrate Blackboard to the Banner System for purposes of uploading and downloading course and grade information. It will also provide enhanced self-service features for STLCC students. This upgrade is required as part of the data warehouse upgrade. These Intelligent Learning Platform products were solely developed and are solely distributed by Ellucian, precluding a competitive bid.

Funding

This expenditure will be funded from capital and current operating funds.

G

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of general liability insurance with **MOPERM (Missouri Public Entity Risk Management Fund)**, in an amount estimated at **\$412,723.00**, for a period of one (1) full year, from **January 1, 2016 through December 31, 2016**.

Description

The plan provides the District with the following coverages: general liability, public officials errors and omissions (includes faculty), law enforcement liability, automobile liability, professional liability (includes nurses and allied health students), employment practice liability benefits liability, and medical malpractice.

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract to replace the exterior classroom doors to DH Pace Company, Inc., dba Overhead Door Company in an amount of \$16,695.00.

Description:

The Child Development Center was built in 1986 and is still using the exterior doors that were installed then. The doors do not close properly and are energy inefficient. This project will replace six exterior doors from the classroom areas. Budgetary limits required the door for CD 131 be bid as Alternate #1. The bids received were favorable enough to allow replacing all seven doors and stay within budget.

Bid – F 16 501, Replace Exterior Classroom Doors at CDC, St. Louis Community College at Florissant Valley

The results of this bid, which opened November 19, 2015, are listed below:

<u>Qualified Bidders:</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Total Bid</u>
DH Pace Company, Inc., dba Overhead Door Company	\$ 14,310.00	\$ 2,385.00	\$ 16,695.00
Comarco St. Louis, MO, Inc.	17,145.00	2,755.00	19,900.00
Turner Constructors, LLC	24,751.00	3,958.50	28,709.50
John Kalicak Construction Inc.	32,000.00	6,976.00	38,976.00

Disqualified:

H & G Sales/Schultz Door Disqualified *

* H & G Sales/Schultz Door’s bid was disqualified and not read because they did not include the required bid security.

Funding:

This project will be funded from capital budgets.

Advertisements:

The College places newspaper advertisements, in compliance with Board policy, on those bids estimated to exceed \$15,000.00.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested of **three consulting agreement for environmental services**, all under \$50,000.00.

College Board Policy I.8 requires that architectural and engineering consultants be selected on the basis of demonstrated competence and qualifications for the type of professional services required, and at fair and reasonable prices. This policy further requires Board ratification of consulting agreements less than \$50,000.

Descriptions:

Professional Services Industries, Inc.,

Indoor Air Quality Investigation in BA 123H, Meramec **\$ 1,416.45**

Staff reported possible indoor air quality issues in Room BA 123H. The environmental consultant performed air quality testing and recommended the occupant remove several potted plants, a dehumidifier be used during the summer months and the room cleaned and sanitized by a remediation contractor. This work has been completed and the occupant has returned to the office.

Indoor Air Quality Investigation in Clark Hall, Meramec **1,271.95**

Concern of possible mold growth in the 2nd Floor Hallway and adjacent areas of Clark Hall resulting from a repaired water leak in unisex bathroom (AD 233) prompted the indoor air quality investigation. The environmental consultant performed air quality testing and recommended the areas be remediated including removal of contaminated drywall and cove base in Rooms AD 224, AD 227 and the 2nd Floor Hallway. Room AD 233 could not be evaluated at the time of the investigation but it will be addressed when the drywall from AD 224 is removed. This remediation is currently being done.

Indoor Air Quality Investigation in Four Buildings, Meramec **5,047.85**

During the indoor air quality investigation in the Instructional Resources, Administration, Humanities East, and Business Administration buildings five additional areas were identified for evaluation – BA 209, BA 210, SS 113, SS 106A and Adjacent Hallway. The sampling, testing and post remediation verification of these additional areas increased the cost of the original investigation by \$5,047.85, taking it from \$8,118.35 ratified in the August 20, 2015, BOT Agenda to \$13,166.20.

Professional Services Industries, Inc., Total **7,736.25**

Total Ratifications **\$ 7,736.25**

Funding: These projects were funded from operating and capital budgets.

No Items this Month
Financial Reports will appear on a
Quarterly Basis,
in November, February, May and
August

Agreement between Atoka Arts Management, d/b/a R. Carlos Nakai and St. Louis Community College

It is recommended that the Board of Trustees approve an agreement in the amount of **\$7,000** with **R. Carlos Nakai** in exchange for two workshops, lectures and rehearsal culminating in a concert in the Meramec Theatre on **Sunday, May 8, 2016**. R. Carlos Nakai is a multi-Grammy award winner, and is the foremost authority on Native American flute. Funds for this program will come from the **Campus Life Office**.

Academic Affairs

Contracts and Agreements

Clinical Agreements

The college recommends that the following clinical agreements be ratified and/or approved by the Board of Trustees to provide clinical experiences for students enrolled in these programs.

Participant	Program	Effective Date
Mahn Funeral Home	Funeral Services	10/30/15
Balanced Body Rehab, LLC	Physical Therapist Assistant	11/03/15
Alliance Rehab STL, LLC	Physical Therapist Assistant	11/12/15
University of Missouri Health Care	Respiratory Therapy	11/15/15
Hawthorn Children's Psychiatric Hospital	Nursing	09/23/15
Metropolitan St. Louis Psychiatric Center	Nursing	09/23/15
St. Louis Psychiatric Rehabilitation Center	Nursing	09/23/15

Dual Admission Agreement – Saint Louis University

It is recommended that the Board of Trustees ratify dual admission agreement between St. Louis Community College and Saint Louis University commencing November 1, 2015, and will continue until canceled, with at least one year's notice by either party, or until canceled by mutual agreement. Focused programs are: Aerospace Engineering, African-American Studies, Aviation Management, Biomedical Engineering, Business Administration, Criminology and Criminal Justice, Emergency Management, Health Information Management, Health Management, Mechanical Engineering, Public Health, and Social Work.

Workforce Solutions Group

Ratification of Direct Pay Agreements

The purpose of these agreements is to provide services to employers in the St. Louis region.

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
ABB, Inc.	Assessment Service Manager: Don Robison	Workforce Solutions Group	November 2, 2015 through June 30, 2016	\$6,675
Ferguson Florissant School District	Technical Training Manager: Stephen Long	Workforce Solutions Group	September 23, 2015 through June 30, 2016	\$21,480

Contracts and/or Agreements

Agreement with St. Louis Community College and ACT, Inc.

It is recommended that the Board of Trustees ratify an agreement between St. Louis Community College and ACT, Inc. providing SkillPro® software used to conduct job profile sessions to document and report results on WorkKeys task and skill analysis. The agreement will cover two licensed profilers in an amount to not exceed \$3,200. The anniversary date for the agreement is effective June 24, 2015 for a period of one year.

Institutional Development

Acceptance of External Funds

Division of Workforce Development (DWD), Cabka North America, Inc. (Company)	\$ 46,000 (DWD) <u>\$ 40,000 (Company)</u> \$ 86,000 (Total)	Grant to St. Louis Community College for the Cabka North America, Inc. Customized Training Program designed with the following components: ISO9001 Training; ISO9001 Internal Auditor Training; Product Knowledge & Safety Training; and Leadership Training.	Restricted
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Project Period: 7/1/15-6/15/16
Project Director: Don Robison

Division of Workforce Development (DWD), Magnet Works, LTD (Company)	\$ 11,500 (DWD) <u>\$ 10,000 (Company)</u> \$ 21,500 (Total)	Grant to St. Louis Community College for the Magnet Works, LTD Customized Training Program designed with the following components: Leadership Training; Teambuilding and Communication; Printing Operations Training; Safety Training; and Advanced Inventory Management and Logistics.	Restricted
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Project Period: 8/31/15-6/15/16
Project Director: Don Robison

Division of Workforce Development (DWD), The Gund Company (Company)	\$ 28,750 (DWD) <u>\$ 25,000 (Company)</u> \$ 53,750 (Total)	Grant to St. Louis Community College for the Gund Company Customized Training Program designed with the following components: Equipment Training; CNC Programming Training; CAD/CAM Training; Advanced Master CAM Training; Lean and Global Production System Training; ISO9001:2008 Training; Leadership Training; Continuous Improvement Process Training; and Safety Compliance Training.	Restricted
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Project Period: 7/1/15-6/15/16
Project Director: Don Robison

Division of Workforce Development (DWD),	\$ 32,200 (DWD)
Seiler Instrument and Manufacturing Company, Inc. (Company)	<u>\$ 28,000 (Company)</u>
	\$ 60,200 (Total)

Grant to St. Louis Community College for the Seiler Instrument and Manufacturing Company, Inc. Customized Training Program designed with the following components: Autodesk Training; Zeiss Training; AS9100 Training; Compliance Training; ISO Work Instructions and Reviews; and Geospatial Technician Training.

Project Period: 9/30/15-6/15/16
Project Director: Don Robison